e-mailed on 8-20-98

cc: DMs
RMs
SRs
RR's

R.J. Reynolds Tobacco Company

L.E. MacWilliams
Region Operations Manager
Buffalo #1610

c/m: 8-27-98

August 20, 1998

TO: DM'S, RM'S & SR'S

RE: 1999 WORKPLAN POS NEEDS SURVEY
FSC-143B

Ladies & Gentlemen:

In reference to the above, following is a e-mail copy of the 1999 Workplan Survey documents. Please ensure you review this information in detail and plan your needs accordingly.

A hard copy of the attached materials will be sent via next week's mail to all DM's, RM's, SR's and RR's along with POS diagrams referenced on pg. 2 of FSC-143B. Also included in the mailing is a copy of FSC-67B, dated 4/14/98 which indicates brand priorities by Division. These documents should provide you with the necessary information to plan your needs appropriately for each retail account under your responsibility.

The intent of the excel spreadsheets is to allow you to pre-plan your needs prior to the Account Management download scheduled for 9/21/98.

DM's/RM's must gather data for any vacant assignments and return to the ROU, NO LATER THAN 9/21/98 for input into the system.

Please do not hesitate to contact your manager or myself if questions. Thank you in advance for your attention to this important task.

Sincerely,

Lori MacWilliams

L.E. MacWilliams
ROM/#1610
:etb

cc: B. Roth
J. Ames

lem85-98.doc

51856 9377

Source: https://www.industrydocuments.ucsf.edu/docs/qjhn0000